

**UNITED STATES DISTRICT COURT
EASTERN DISTRICT OF VIRGINIA
UNITED STATES PROBATION OFFICE**

JOHN R. LONG
CHIEF U.S. PROBATION OFFICER

401 Courthouse Square
Alexandria 22314-5797
703-299-2300

**POSITION VACANCY
ANNOUNCEMENT
#05-P004A**

REPLY TO:
Office of the Chief
Second Floor
U.S. District Courthouse
401 Courthouse Square
Alexandria, Virginia 22314

POSITION: U.S. Probation Officer
(Pretrial Services Unit)

OPENING DATE: March 30, 2005

CLOSING DATE: April 22, 2005

LOCATION: Alexandria, Virginia

CLASSIFICATION: CL 27

SALARY: Beginning \$41,974 (CL 27)

SALARY RANGE POTENTIAL CL 27: \$41,974 (Step 1) to \$62,118 (Step 61)

AREA OF CONSIDERATION: All sources

The U.S. Probation Office for the Eastern District of Virginia is accepting applications for the position of U.S. Probation Officer (Pretrial Services Unit), Classification 27. Please note that in the Eastern District of Virginia, Probation and Pretrial Services merged in February 2004. This is a full-time permanent position and there is promotion potential without further competition to CL 28. More than one vacancy may be filled from this announcement.

REPRESENTATIVE DUTIES IN THE PRETRIAL SERVICES UNIT:

Investigate the criminal and personal history of each defendant charged with a Federal criminal offense (other than petty offenses). Investigations include performing a thorough record check, interviewing the defendant, and verifying all defendant information through alternative sources of information. Investigations usually are conducted under severe time constraints and may be conducted in a cell block area;

Prepare written reports which are submitted to the judicial officer prior to the defendant's initial release hearing. The reports include a recommendation for release or detention as well as conditions of release;

Supervise defendants released to the custody of the Pretrial Services Office by monitoring compliance with release conditions set by the court. Officers assess defendants' risk of non-appearance and danger to the community. This requires contact with defendants and others in both the community (field work) and office;

Investigate and supervise persons placed on pretrial diversion, and;

Perform other related duties as required to include urinalysis collection.

JOB REQUIREMENTS: Basic knowledge of criminal justice system. Ability to evaluate and apply statutes and implementing regulations. Good knowledge of investigative and supervision techniques. Knowledge or experience of how other judicial processes/proceedings relate to his/her position, i.e., Federal Courts, Parole Commission, Bureau of Prisons, U.S. Attorney's Office, Federal Public Defender's Office, etc. Skill in counseling defendants to obtain and maintain compliance to the conditions of their release. Skill in communicating orally and in writing, and in working with judges, counsel, and other law enforcement agencies. Knowledge of community and potential community resources. Basic computer skills, proficient in WordPerfect 9 or better, and ability to type a minimum of 25 words per minute.

REQUIRED EDUCATION/EXPERIENCE: Completion of a bachelor's degree from an accredited college or university in a field of academic study, such as criminal justice, criminology, psychology, sociology, or public administration, which provides evidence of the capacity to understand and apply the legal requirements and human relations skills involved in the position. Master's degree preferred.

To qualify for Classification 27, the incumbent must have had 2 years specialized experience, including at least 1 year equivalent to work at the Classification 25 level.

Specialized experience includes progressively responsible experience, gained after completion of a bachelors degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance/addiction treatment. Experience as a police, custodial, or security officer, other than any criminal investigative experience, is not creditable.

COURT PREFERRED SKILL: Fluency in Spanish.

PHYSICAL REQUIREMENTS: The duties of probation/pretrial officers require the investigation and management of alleged criminal defendants or convicted offenders who present physical danger to officers and to the public. In the supervision, treatment, and control of these defendants/offenders, these duties require moderate to arduous physical exercise, including prolonged periods of walking and standing, and physical dexterity and coordination necessary to use self-defense tactics. On a daily basis these officers face unusual mental and physical stress because they are subject to danger and possible harm during frequent, direct contact with individuals who are suspected or convicted of committing Federal offenses.

Because officers must effectively deal with physical attacks and are subject to moderate to arduous physical exertion, applicants must be physically capable. Officers must possess, with or without corrective lenses, good distance vision in at least one eye and the ability to read normal size print. Normal hearing ability, with or without a hearing aid, is also required. In most instances, the amputation of an arm, leg, or foot will not disqualify an applicant from appointment, although it may be necessary for the applicant to use a prosthesis to compensate for amputation. Any severe health problems, however, such as physical defects, disease, and deformities that constitute employment hazards to the applicant or others, may disqualify an applicant. Examples of health problems that may be disqualifying are hernia (with or without truss), organic heart disease (whether or not compensated), severe varicose veins, serious deformities or disabilities of the extremities, mental or nervous disease, chronic constitutional disease, and marked speech abnormalities.

MAXIMUM ENTRY AGE: First-time appointees to positions covered under law enforcement officer retirement provisions must not have reached their 37th birthday at the time of appointment. Applicants 37 or over who have previous law enforcement officer experience under the Civil Service Retirement System or the Federal Employees' Retirement System and who have either a subsequent break in service or intervening service in a non-law enforcement officer position, may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum age requirement.

BENEFITS MAY INCLUDE: A minimum of 10 paid holidays per year; paid annual leave in the amount of 13 days per year for the first 3 years of service, 20 days per year after 3 years of service, and 26 days per year after 15 years of service; paid sick leave in the amount of 13 days per year; and, optional participation in the Thrift Savings Plan, Federal Employees' Health Benefits, Group Life Insurance, Flexible Benefits, Commuter Benefit, and Long Term Care Programs.

CONDITIONS OF EMPLOYMENT:

- Applicants must be citizens of the United States and have no criminal record.
- A test to determine level of automation/typing and writing skills will be given to final candidates. Upon successful completion of the tests, the applicant will proceed to the interview.
- Final candidates will undergo a local background investigation with law enforcement agencies, as well

as a check of financial and credit records.

- Employment is contingent upon outcome of a favorable OPM background investigation. Candidate(s) selected for the position will be hired provisionally pending the outcome of this investigation. An unsatisfactory background investigation may result in termination of employment.
- The candidate(s) selected for the position may be required to reimburse the Probation Office the cost of their training should the candidate terminate employment within 2 years.
- Employees of the U.S. Probation Office are required to adhere to the Code of Conduct for Judicial Employees which is available to applicants for review upon request.
- Mandatory Direct Deposit participation for payment of salary.
- Employees of the U.S. Probation Office are covered by the Court Personnel System and are Excepted Service appointments.

NOTE: Prior to appointment, the candidate(s) will undergo drug screening. In addition, Probation Officers are subject to random drug screening and updated background investigations every 5 years.

APPLICANTS MUST SUBMIT A COMPLETED PRETRIAL SERVICES APPLICATION VAE 73, A RESUME, AND A WRITING SAMPLE BY 4/22/005 TO:

Human Resources Manager (05-P004A)
U.S. Probation
401 Courthouse Square, 2nd Floor
Alexandria, Virginia 22314-5797

Applicants who submit incomplete packages may not be considered for the position. The Pretrial Services employment application VAE 73 (Optional Form 612 is not acceptable) may be requested by telephone at (703) 299-2316 or obtained at www.vaept.uscourts.gov. Documents prepared solely by the applicant to be considered as writing samples may include investigative reports, pre-sentence reports, theses and dissertations.

The U.S. Probation Office reserves the right to modify the conditions of this job announcement or to withdraw the announcement, either of which may occur without prior written notice.

The U.S. Probation Office will not pay for any relocation or interview expenses.

**THE UNITED STATES PROBATION OFFICE IS AN
EQUAL OPPORTUNITY EMPLOYER**

2005